

**Dover Parks and Recreation Commission
Meeting of March 9, 2012
Minutes**

P&R Commissioners In Attendance: Chris Boland, Rich Oasis, Peter Davies, Scott Seidman

P&R Employees In Attendance: Jessica Cooney

Others In Attendance: Jim Dawley (BOS)

The meeting was called to order at 7:30 am.

PRIOR MEETING MINUTES

Prior meeting minutes were not submitted for review. Outstanding minutes: 2/3, 2/17

ACTION ITEMS FROM PREVIOUS MEETINGS

Nothing discussed.

ADMINISTRATIVE MEETINGS

Warrant Committee – February 15 at 7:00pm. Dave MacTavish and Scott Seidman attended the meeting and explained any items that increased in price or changed from the prior year's budget. They also explained where the CPARC project stands as well as the Football program.

Club Sport Meetings:

Chris Boland to draft talking points to discuss at each of the meetings listed below. The goal of attending the below meetings is to inform the clubs where the project stands now, what we are doing, and what we need for support in order to move forward.

Girls LAX – Tuesday, March 31st. Nancy Simms to attend to discuss where the CPARC project stands currently.

Boys LAX – Wednesday, March 14th. Chris Boland to attend to discuss where the CPARC project stands currently.

Boys Soccer – Tuesday, March 27th. Scott Seidman or Rich Oasis to attend to discuss CPARC project.

LONG RANGE PLAN FOR P&R DEPARTMENT

Job Descriptions – Job descriptions for P&R staff were distributed at our February 3rd meeting. It was agreed that Dave, Jess and all five commissioners would review the job descriptions and edit them as they see fit. The edited job descriptions will be brought to our next meeting on February 17, 2012. One commissioner was to be tasked with consolidating all the comments and leading a discussion of the proposed revisions at the March 9 meeting. This task has yet to be completed and this discussion will continue at our March 30th meeting.

Jim Dawley indicated that if funds are approved at Town Meeting, an outside source will be coming in during the summer months to evaluate all positions in town and their job descriptions. It was suggested that the commission might want to wait until this procedure is done to re-write ours completely. In the mean time, the commission has asked that there be monthly Parks & Recreation staff meetings to continue to

understand the work load that is placed on each employee and the work involved with all the programs currently being offered as the department continues to look toward the future.

RECREATION

LONG RANGE PLAN FOR P&R DEPARTMENT

Commissioner Program Evaluations – Scott will meet with Jess again prior to the March 30th meeting to complete the list of winter program evaluations. His recommendation to the other commissioners is to complete a four-column spreadsheet that captures the following information for each P&R program: (1) Hours of P&R time required, (2) Space required, (3) Direct costs incurred, and (4) Income to P&R. These data will help the commission determine how many programs each staff person can reasonably manage. Completion goal for this phase is March 30th; Scott will take the lead.

Concussion Testing – The commission inquired with Jess on the number of participants signed up to do the concussion testing. So far there were 15 signed up on March 24th and only 8 on March 31st. Ideally, the department was hoping for at least 30 participants on each date to break even with the cost. The commission agreed that we should still offer the testing at least one of the days as a service to those parents looking to have this procedure done. Jess is to confirm the number of participants after the March 12th sing-up deadline and combine sessions if needed so that one date would definitely still take place.

PARKS

FIELD RENTALS

The John Smith Soccer Academy has requested the use of one of Dover's soccer fields for a camp they run the week of August 20th – 24th. The JSSA has always run this camp at the Charles River School in years past, but after already advertising and receiving many registrations learned that Charles River was not able to accommodate them this year. They have asked the Dover Parks & Recreation Commission to consider renting them a field this year only because of the unique circumstance. The commission discussed that, in general, we still do not want to rent out the fields because of limitations in scheduling our own programs and because of the current conditions of the fields. Since John Smith is a Dover resident and because of this circumstance the commission has agreed to allow them to rent the fields this one week in August. Contract and pricing details will be discussed at the March 30th meeting.

Other

Massachusetts Parks & Recreation Conference

Jessica attended the MRPA state conference in Sturbridge, MA March 6-8. During the awards ceremony on March 8th she was presented the award for "New Professional of the Year" for the Massachusetts Parks and Recreation Association. Jessica was nominated by other professionals from around the state and granted the award after a thorough selection process by the MRPA Awards Committee. Dave MacTavish and Kathy Gorman also attended the awards brunch to support Jessica.

ACTION ITEMS FOR NEXT MEETING

1. Chris to draft outline of talking points for club sport meetings.
2. Complete Program Evaluations.
3. Review and edit Parks & Recreation job descriptions .
4. Schedule Staff meeting for Parks & Recreation staff.
5. Dave to research and confirm building limitations around Caryl House.
6. Dave to obtain copies of the park workers logs of daily work.

AGENDA ITEMS FOR NEXT MEETING - March 30th, 2012

The meeting was adjourned at 8:55am.

Respectfully submitted,

Nancy Simms, P&R Commissioner

Jessica Cooney, P&R Asst. Director